



9/14/09

**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts, 01720  
Telephone (978) 264-9628  
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**Recreation Department**

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# MEMO

DATE: August 25, 2009  
TO: Steve Ledoux, Town Manager  
FROM: Maura Haberman  
RE: Donation Acceptance – Comcast Corporation \$3,000

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For your approval, a pledged donation in the amount of \$3,000 has been received from Mr. Timothy Kelly, Gov't & Community Relations Manager, Comcast Cable Communications, 4 Lyberty Way, Westford, MA 01886 for Acton Day, scheduled for Saturday, September 12, 2009. In the event of a cancellation due to weather, Comcast will permit these funds to be used for Winter Carnival scheduled for Saturday, February 6, 2010.

These funds will be used to help fund various activities at Acton Day or Winter Carnival in the event of an Acton Day cancellation.

Thank you.